



JOIN OUR TEAM!

EXTERNAL RELATIONS ASSISTANT

Position Announcement: The historic Fox Tucson Theatre is seeking an enthusiastic, organized addition to our External Relations team. Become a member of our dedicated staff at an exciting time in the live events industry, and help to grow the impact of downtown Tucson's one-of-a-kind Crown Jewel.

Position Overview

The Fox's External Relations Assistant is responsible for keeping up with fluctuating, day-to-day external relations activities, ensuring department timelines are met, well communicated to the rest of the staff, and executed in a team-oriented, professional environment. This position is an integrated part of the Fox Tucson Theatre's external relations network, collaborating with multiple individuals across different priority areas to ensure efficient and effective delivery of organizational outcomes.

Requirements

Minimum 2 years general office experience required with box office, database, social media or other performing arts communications industry experience preferred. Associate's degree or equivalent work experience in related area of study. Full vaccination against COVID-19 required.

Schedule and Start Date

Part-time. 15 – 20 hrs/week. Desired start date no later than July 11, 2022.

Compensation: \$17 - \$20/hour

How to Apply: Submit cover letter highlighting interest and relevant qualifications and resume to HR@foxtucson.com. Preference given to applications received by June 10, 2022. The Fox Tucson Theatre is proud to be an Equal Opportunity employer. Women, BIPOC, individuals with disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

EXTERNAL RELATIONS ASSISTANT

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with the box office team to facilitate and track ticket sales, promotional codes, offers, and incentives and facilitate recommendations accordingly
- Run and test targeted eblasts using variable criteria with variable copy/content
- Continually conduct research and testing on ‘time of day and day of the week’ metrics for electronic communications
- Develop partnerships and manage sales processes to maximize exposure at festivals and special events around the metro area
- Produce and maintain a menu of optional marketing add-ons for Fox renters and partners
- Work with the communications team to facilitate all renter marketing agreements
- Help to coordinate donor pre- and post-show gatherings both on site and around downtown
- Work with the team to help manage donor parking benefits process
- In collaboration with the Director and Devo team, initiate and manage an on-site donor thank you program with cards and tokens of gratitude ahead of major performances
- Conduct regular research on upcoming artists and use this info to share through internal communications channels and PR team to promote regionally
- With the support of the communications team, manage playbill ad buy program
- Help in managing marquee recognitions and promotions
- Manage google ad/grant program for the Fox

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- A friendly and personable demeanor not afraid of managing complicated projects independently and doing whatever it takes to get the job done
- Ability to plan, organize, multitask, and implement projects in a professional manner with both internal and external team members and vendors
- Ability to exercise confidentiality and discretionary judgment
- Experience and understanding of social media campaigns and promotions
- Attention to detail and the ability to prioritize multiple tasks concurrently
- Ability to work use discretion in decision making and sound judgment in problem solving
- Proficient in MS Office Suite
- Exemplary copywriting and copyediting experience and/or ability
- Ability to maintain a positive attitude and calm demeanor in a fast-paced, high-volume environment

- Exceptional interpersonal skills in written and spoken communication formats
- Flexible hours required. Weekends and evening hours as necessary

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.